



RECORDS RETENTION AND DISPOSITION SCHEDULE

Personnel, Department of. Employment Administration Division.

Agency: Employment Administration Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-830	PAYROLL CHANGE SHEETS, STATE FORM 959 Received from all state agencies, the form shows the employee's name, social security number, pay status and salary rate. Also shown are overtime hours, days lost, vacation, sick and personal leave. The originating agency, the Auditor of State's Office, and the State Personnel Department each retain a copy. This information is also available on Computer Output Microfiche (COM). This is the State Personnel Department's copy; the agency copy is retained under GRACC-1 on the General Retention Schedule. Disclosure of these records may be affected by IC 4-1-8-1. Retention based on IC 34-11-1.	TRANSFER to the RECORDS CENTER six (6) months after receipt of the Payroll Change Sheet. DESTROY after an addition nine (9) years and six (6) months in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after receipt of the Payroll Change Sheet.
2	85-831	BLANKET QUARTERLY SALARY CHANGES -- DELETED (This series is obsolete, but some records still exist in the Records [Record Series history note: this series is obsolete; no new records may be accepted under this number. It is marked current only because already-transferred records still exist in the State Records Center which have not yet reached their disposal date.] Includes quarterly merit increase lists, annual general salary adjustment lists (COL) and recruitment differential lists; arranged by agency. State Personnel Department retains the original of these five (5) part computer printed lists. Retention based on IC 34-4-16-1.1, (1993 Edition and 1996 Supplement).	TRANSFER to the RECORDS CENTER after five (5) years. DESTROY after an additional ten (10) years. TOTAL RETENTION: fifteen (15) years.
3	85-833	PERSONNEL CORRESPONDENCE Correspondence with State Personnel Department about overtime, classification, compensation and other topics; also includes correspondence from the State Personnel Director and other divisions within the State Personnel Department. This is analogous to GRADM-3 on the General Retention Schedule, but has a longer retention period due to the possibility of personnel-related litigation. Retention based on IC 34-11-1.	TRANSFER to the RECORDS CENTER at the end of the fiscal year. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional ten (10) years in the RECORDS CENTER.
4	84-907	HRMSTAFF (HUMAN RESOURCES MANAGEMENT SYSTEM) An electronic staffing report, formerly State Form 36751. It lists information on state employees and positions by agency, organization code, and position number; including class code and title, fund/center, position status, position type, work status, working leader indicator, biweekly and annual salary, full time equivalent, and employee status. THIS IS A CRITICAL RECORD. Disclosure of these records may be subject to IC 5-14-3-4(b)(8).	TRANSFER electronic record to COM each month. TRANSFER master fiche and duplicate fiche to the Indiana Archives. TRANSFER duplicate fiche to the agency. TRANSFER electronic record to the Indiana Archives, after COM production.

5	87-200	<p>PERSONNEL FILES</p> <p>Documentation of the employee's working career with the state of Indiana. Typical contents could include the Application for Employment, PERF forms, Request for Leave, Performance Appraisals, memos, correspondence, complaint/grievance records, miscellaneous notes, the Add, Rehire, Transfer, Change form from the Office of the Auditor of State, Record of HRMS Action, and/or public employee union information.</p> <p>Disclosure of these records may be subject to IC 5-14-3-4(b)(2)(3)(4) & (6), and IC 5-14-3-4(b)(8).</p>	<p>MICROFILM according to 60 IAC 2 one (1) year after employee termination from State service plus the receipt of any additional records from employing agency's file (GRPER-5), which will be stored at the RECORDS CENTER until the records can be reviewed and combined.</p> <p>DESTROY hard copy records after verification of the microfilm for completeness and legibility. TRANSFER original roll to the Indiana Archives for permanent archival storage. DESTROY agency duplicate negative jackets 50 years after the year of employee termination.</p>
6	84-1017	<p>COUNSELING FILE</p> <p>This file includes information noted when an individual is counseled on type of jobs for which he/she is best qualified. Arranged alphabetically. Retention based on 29 CFR 1602.31, (July 1, 1995 Edition)</p>	<p>TRANSFER to the RECORDS CENTER after one (1) year. DESTROY after one (1) year in the RECORDS CENTER. TOTAL RETENTION of two (2) years.</p>
7	84-1020	<p>APPLICATION FILE</p> <p>Includes applicant information and changes/updates; may also include answer sheet and verification of person taking exam, resume and transcript. Contained within the electronic Human Resources Management System. Disclosure of these records may be subject to IC 5-14-3-4(b)(3)(4) & (8).</p>	<p>Transfer to R.S. 87-200 if hired. DELETE from Human Resources Management System after three (3) years</p>
8	84-896	<p>CERTIFIED LISTS</p> <p>Agency runs certified list when necessary. Disclosure of these records may be affected by IC 5-14-3-4 (b) & (8).</p>	<p>DELETE from Human Resources Management System three (3) years after position is filled.</p>
9	95-13	<p>JOB BANK</p> <p>Electronic job posting module of Human Resources Management System. Also included is documentation of requests from state agencies to post open positions to the job bank.</p>	<p>DELETE from Human Resources Management System after two (2) years</p>
10	96-121	<p>SEX OFFENDER ROSTER (APPLICANT/EMPLOYEE)</p> <p>Quarterly electronic report of matches between the offender records provided by the Department of Correction and the corresponding Personnel records</p>	<p>DELETE electronic record after three (3) years.</p>